



How to Register a death

in Lancashire



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- The GP/ Bereavement Centre or Coroners Officer will advise you when they have sent the Medical Certificate of Cause of Death (or notification from the Coroner) to the Registrars. If the GP hands the certificate direct to you – please deliver it to your local Registration Office without delay.
- Please wait 24 hours to allow the Registrars to review the information then book your appointment online at www.lancashire.gov.uk/births-marriages-and-deaths to register the death. Alternatively telephone 0300 123 6705 to book an appointment. If the Registrars have not received the information – you will be asked to call again the next day.
- At your face-to-face death registration appointment the Registrar will guide you through the process of registering the death and you will be asked to sign the register page.
- Following the appointment, the registrar will send the document (commonly known as 'the green') to the appointed Funeral Director so that the funeral can go ahead (unless this has already been issued by the coroner).
- The Registrar will issue copy death certificates to you on payment of a fee (currently £11 per copy certificate).
- The Registrar will issue you with a Reference Number so that you can use the free death notification service called Tell Us Once. The Registrar will give you more information about this service when you come to register the death.

Service points in Lancashire

Accrington – Burnley – Chorley – Clitheroe – Fleetwood – Lancaster – Morecambe – Nelson – Ormskirk – Preston – Rawtenstall – St Anne's – Skelmersdale

www.lancashire.gov.uk/births-marriages-and-deaths

